



Employer Authorization Agreement
for Electronic Funds Transfer (EFT)
of Child Support Payments

Department of Social & Health Services
Division of Child Support
ATTN: EFT Team
P. O. Box 9010
Olympia, WA 98507-9010

Place
Stamp
Here



Child Support
Payments For
Employers
Electronic
Funds
Transfer
(EFT)


Washington State
Department of Social
& Health Services
Division of Child Support

DSHS 22-069(X) (Rev. 4/01)


Washington State
Department of Social
& Health Services
Division of Child Support

The authorization form below may be used for any of the EFT/EDI options offered by DCS. You may mail or fax the Employer EFT/EDI Authorization form to: Department of Social and Health Services, Division of Child Support, ATTN: EFT Team, P. O. Box 9010, Olympia, WA 98507-9010. Fax (360) 664-5109.

Employer Authorization Agreement for Electronic Funds Transfer (EFT) of Child Support Payments

Business/Agency Name		Date of first payment (optional)	
Contact Person		Title	Phone
Mailing Address			

EFT Options: ☐ ACH Credit with Addenda ☐ CCD + ☐ CTX

The Washington State Division of Child Support (DCS) is hereby requested to grant authority for the above named business to initiate ACH CREDIT transactions to the DCS bank account for child support payments. DCS bank account information will be sent to you upon receipt of this form.
**Authorization is NOT granted for DEBIT entries to the DCS bank account.

Signature	
Title	Date

<input type="checkbox"/> ACH Debit (Employer Initiated)	<input type="checkbox"/> Touch-tone	<input type="checkbox"/> PC Modem	Does Employer Provide Medical Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> ACH Debit (Repetitive-DCS Initiated)	Number of Employees <input type="text"/> Date(s) of Payment <input type="text"/> Attach detailed listing with name, social security number and amount for each employee.		

The Washington State Division of Child Support is hereby authorized to initiate debit entries to the bank account identified below, and the bank is authorized to debit such account. This authority is to remain in effect until mutual agreement between the Employer and DCS. If selecting touch-tone or PC Modem, instructions for initiating payments will be mailed to you upon receipt of this form.

Signature		Title	Date
Bank Name	Branch Address		
ABA Routing Number		Account Number (Please attach a voided check for verification).	

If you would like more freedom to change the payments from pay period to pay period, you can initiate the debits by using a PC modem or a touch-tone phone. Enter the payment amounts to be debited for each employee. After you approve the total amount, an ACH debit will transfer the funds.

DCS is expanding its EFT payment options. To find out about new developments or for more information about EFT/EDI or DCS, visit our Internet web site @ www.wa.gov/dshs/dcs or call 1-800-468-7422.

What are the benefits of electronic payments to my business?

Electronic Funds Transfer (EFT) will ensure timeliness and accuracy. This will allow you to spend more productive time with your business and less time worrying about making support payments.

Should I be concerned about giving out my bank account number?

Actually, you are giving this information each time you send a check. This information cannot be used to process payments unless we have written authorization from you.

What happens if an overpayment is made to DCS?

A repetitive debit amount is set and doesn't change unless you call the EFT Team to change the amount or stop the deduction. If a deduction cannot be stopped in time, DCS can refund the payment to you.

You control the Touch-tone or PC Modem ACH Debit options and the ACH Credit options. You initiate the amount of the payment.

If an error is discovered, contact DCS Headquarters at 1-800-468-7422. Please do not attempt to adjust future payments to correct previous errors.

Mandatory Wage Withholding

Federal and state laws require income withholding for noncustodial parents with child support obligations. In many cases, employers must withhold child support from wages even when the employee has never been delinquent in their child support payments.

The Division of Child Support (DCS) values employer cooperation and involvement. Employers play an integral part in the success of the child support program.

DCS understands that mandatory withholding can place an increased burden on you. To simplify the withholding process, DCS offers an electronic funds transfer/electronic data interchange (EFT/EDI) program.

You can remit child support payments by EFT with little effort. It will reduce your costs for preparing and mailing checks and help to ensure that child support payments are processed quickly and accurately.

By choosing Automated Clearing-House (ACH) credit, you can request authorization to transfer funds to the DCS bank account. The ACH credit with addenda will send the payment data through the ACH in the form of an addenda record, following the Child Support Application Banking Convention. Your bank should be able to inform you if this option is available for your business and the costs associated with these transactions.

By choosing ACH debit, you authorize deductions from your bank account. If employees and payment amounts do not change frequently, a repetitive debit can be authorized and DCS will automatically deduct the payment from your bank account. The deduction will continue each month until you notify DCS to stop.